

UPLOAD A CREDITOR MATRIX

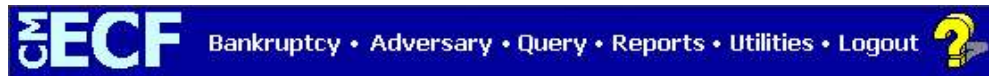
A creditor matrix contains creditor names and their mailing address. The creditor matrix must be in a .txt file before it can be successfully uploaded. All other file types used in CM/ECF will be in PDF format. The steps used in uploading the .txt file with the list of creditors is as follows:

NOTE: First refer to separate documentation:

Creditor Matrix

Create and Save The Creditor Matrix With A .txt Extension

Step 1 - Click on the **Bankruptcy** hyperlink on the blue CM/ECF Main Menu Bar.



Step 2 - The BANKRUPTCY EVENTS CATEGORY screen displays

Bankruptcy Events

[Answer/Response...](#)
[Appeal](#)
[Claim Actions](#)
[Creditor Maintenance...](#)
[File Claims](#)
[Motions/Applications](#)
[Notices](#)
[Open a BK Case](#)
[Open Involuntary BK Case](#)
[Other](#)
[Plan](#)
[Order Upload](#)

Click on the **Creditor Maintenance** hyperlink.

The Creditor Maintenance screen displays.

Creditor Maintenance

[Enter individual creditors](#)

[Upload a creditor matrix file](#)

[Edit creditors](#)

Click on the **Upload a creditor matrix** file hyperlink.

Step 3 - The UPLOAD A FILE METHOD screen displays.

Creditor Processing - Upload a File Method

Case Number

05-10072 99-12345, 1-99-bk-12345 or 1-99-bk-12345

Next Clear

Enter the case number for the appropriate case.
Click the [Next] button.

NOTE: If the system displays that an invalid case number has been entered, click the browser's [Back] button and enter the correct number.

Step 4 - The LOAD CREDITOR INFORMATION screen displays.

Load Creditor Information

Case number 05-10072

Enter name of file and click on Next
Example: c:\creditor.scn

N:\MyFiles\CMECF TRAINING DOCUMENT Browse...

Next Clear

Enter the file path in the [Browse] field using either of the two ways listed below.
Type in the full path of the directory and file name of the creditor matrix file.

Example: N:/matrix.txt

OR

Use the [Browse] feature to navigate to the appropriate directory and file of the creditor matrix.

Click the [Next] button.

Step 5 - The TOTAL CREDITORS ENTERED screen displays.



Add Creditor(s)

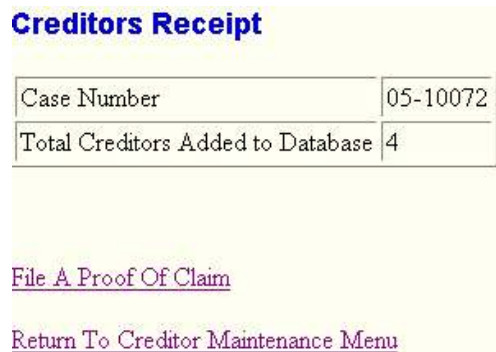
Total Creditors Entered 4

Submit

If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's [Back] button and research the error.

Click the [Submit] button.

Step 6 - The CREDITORS RECEIPT screen displays.



Creditors Receipt

Case Number	05-10072
Total Creditors Added to Database	4

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

The information displayed confirms the number of creditors added to the case.

Click on RETURN TO CREDITOR MAINTENANCE menu hyperlink to continue and repeat steps for each creditor matrix.

If there are no other matrices to add, select **Logout** or select another option on the blue CM/ECF Main Menu Bar.